

| WITTER Docket: 1388096 - 72776 | | |
|--------------------------------|--|-------------------------------------|
| Item | Document | |
| 1. | <u>Request/approval to study for discontinuance</u> (04/28/2011) | <input checked="" type="checkbox"/> |
| 2. | <u>Notice (if appropriate) to Headquarters of suspension</u> | <input checked="" type="checkbox"/> |
| 3. | <u>Notice (if appropriate) to customers/district personnel of suspension</u> | <input checked="" type="checkbox"/> |
| 4. | <u>Highway map with community highlighted</u> (05/06/2011) | <input checked="" type="checkbox"/> |
| 5. | <u>Eviction notice (if appropriate)</u> (05/06/2011) | <input checked="" type="checkbox"/> |
| 6. | <u>Building inspection report and original photos of building deficiencies (if appropriate)</u> (05/16/2011) | <input checked="" type="checkbox"/> |
| 7. | <u>Post Office and community photos</u> (05/16/2011) | <input checked="" type="checkbox"/> |
| 8. | <u>PS Form 150, Postmaster Workload Information</u> (05/10/2011) | <input checked="" type="checkbox"/> |
| 9. | <u>Worksheet for calculating work service credit</u> (05/17/2011) | <input checked="" type="checkbox"/> |
| 10. | <u>Window transaction record</u> (05/23/2011) | <input checked="" type="checkbox"/> |
| 11. | <u>Record of incoming mail</u> (05/23/2011) | <input checked="" type="checkbox"/> |
| 12. | <u>Record of dispatched mail</u> (05/23/2011) | <input checked="" type="checkbox"/> |
| 13. | <u>Administrative postmaster/OIC comments</u> (05/11/2011) | <input checked="" type="checkbox"/> |
| 14. | <u>Inspection Service/local law enforcement vandalism reports</u> (05/10/2011) | <input checked="" type="checkbox"/> |
| 15. | <u>Post Office fact sheet</u> (05/23/2011) | <input checked="" type="checkbox"/> |
| 16. | <u>Community fact sheet</u> (05/16/2011) | <input checked="" type="checkbox"/> |
| 17. | <u>Alternate service options/cost analysis</u> (05/17/2011) | <input checked="" type="checkbox"/> |
| 18. | <u>Form 4920, Post Office Fact Sheet</u> (05/24/2011) | <input checked="" type="checkbox"/> |
| 19. | <u>Recommendation and Service Replacement Type</u> (05/24/2011) | <input checked="" type="checkbox"/> |
| 20. | <u>Questionnaire instruction letter to postmaster/OIC</u> (06/03/2011) | <input checked="" type="checkbox"/> |
| 21. | <u>Cover letter, questionnaire, and enclosures</u> (05/13/2011) | <input checked="" type="checkbox"/> |
| 22. | <u>Returned customer questionnaires and Postal Service response letters</u> (05/13/2011) | <input checked="" type="checkbox"/> |
| 23. | <u>Analysis of questionnaires</u> (06/03/2011) | <input checked="" type="checkbox"/> |
| 24. | <u>Community meeting roster</u> (05/23/2011) | <input checked="" type="checkbox"/> |
| 25. | <u>Community meeting analysis</u> (05/23/2011) | <input checked="" type="checkbox"/> |

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| 26. | <u>Community meeting letter</u> (05/13/2011) | ✓ |
| 27. | <u>Petition and Postal Service response letter (if appropriate)</u> (01/01/1900) | ✓ |
| 28. | <u>Congressional inquiry and Postal Service response letter (if appropriate)</u> (01/01/1900) | ✓ |
| 29. | <u>Proposal checklist</u> (05/24/2011) | ✓ |
| 30. | <u>District notification to Government Affairs</u> (06/23/2011) | ✓ |
| 31. | <u>Instructions to postmaster/OIC to post proposal</u> (06/22/2011) | ✓ |
| 32. | <u>Invitation for comments exhibit</u> (06/23/2011) | ✓ |
| 33. | <u>Proposal exhibit</u> | ✓ |
| 34. | <u>Comment form exhibit</u> (06/22/2011) | ✓ |
| 35. | <u>Instructions for postmaster/OIC to remove proposal</u> (08/24/2011) | ✓ |
| 36. | <u>Round-date stamped proposals and invitations for comments from affected offices</u> (08/30/2011) | ✓ |
| 37. | <u>Notification of taking proposal and comments under internal consideration</u> (08/24/2011) | ✓ |
| 38. | <u>Proposal comments and Postal Service response letters</u> (08/30/2011) | ✓ |
| 39. | <u>Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate)</u> () | ✓ |
| 40. | <u>Analysis of comments</u> (08/30/2011) | ✓ |
| 41. | <u>Revised proposal (if appropriate)</u> (08/30/2011) | ✓ |
| 42. | <u>Updated PS Form 4920 (if appropriate)</u> (05/24/2011) | ✓ |
| 43. | <u>Certification of record</u> (08/30/2011) | ✓ |
| 44. | <u>Log of Post Office discontinuance actions</u> (08/30/2011) | ✓ |
| 45. | <u>Transmittal to vice president, Delivery and Retail, from district manager, Customer Service and Sales</u> (09/12/2011) | ✓ |
| 46. | <u>Headquarters' acknowledgment of receipt of record</u> (09/22/2011) | ✓ |
| 47. | <u>Final determination transmittal letter from Headquarters</u> (09/26/2011) | ✓ |
| 48. | <u>Instruction letter to postmaster/OIC on posting</u> (09/29/2011) | ✓ |
| 49. | <u>Round-date stamped final determination cover sheets</u> (10/31/2011) | ✓ |
| 50. | <u>Postal Bulletin Post Office Change Announcement</u> () | ✓ |
| 51. | <u>Vice president, Delivery and Retail, instruction letter</u> (09/26/2011) | ✓ |
| 52.. | <u>Memo to the record</u> (12/02/2011) | |

ARKANSAS DISTRICT



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December 2, 2011

MEMO TO RECORD

SUBJECT: Witter Post Office Administrative Record

After review of the Administrative Record for the discontinuance of the Witter Post Office, the following information is added to clarify certain factual statements. The information below is organized by the Item number corresponding to the Administrative Record.

Item No. 15

Item 15 correctly indicates that there is one permit mailer at the Witter Post Office, the Madison Co. Genealogical & Historical Society, which mails a periodical four times per year. However, Item 33, the Proposal to Close the Witter, AR Post Office and Continue to Provide Service by Highway Contract Route Service, and Item 47, the Final Determination to Close the Witter, AR Post Office and Continue to Provide Service by Highway Contract Route Service, indicate that there are no permit holders at the Witter Post Office. Item 33 and 47 instead should indicate that the Madison Co. Genealogical & Historical Society is a permit mailer at the Witter Post Office.

Item No. 17


Item 17 indicates that there would be no additional cost to discontinuing the Witter Post Office because the route serving Witter Post Office customers is already under contract and there is no additional cost to the Postal Service if customers choose to maintain a Post Office Box at the Huntsville Post Office.

If Witter Post Office Box customers choose to utilize street delivery, there would be no immediate cost increase for the Postal Service because the current contract for delivery would cover the new customers. When the contract expires on 03/31/2012, and if it is renegotiated at the current rate, there would be an additional expense of \$7954.59 annually.

If the Postal Service decided to provide Cluster Box Units (CBUs) to Witter Post Office Box customers, the cost would be approximately \$2300 for 3 units. Possible locations for the CBUs would be the volunteer fire department or the vacant lot near the current post office.

Item No. 24

Item 24 comprises the sign in sheets of the people that attending the community meeting on May 24, 2011 at the Witter Christian Fellowship Church, and it indicates that 42 people attended. While Item 24 was included in the Administrative Record, the number of people who attended the meeting was mistakenly indicated as 0 on both Item 33, the Proposal to Close the Witter, AR Post Office and Continue to Provide Service by Highway Contract Route Service, and Item 47, the Final Determination to Close the Witter, AR Post Office and Continue to Provide Service by Highway Contract Route Service. Items 33 and 47 instead should indicate that 42 people attended the community meeting.



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